Internal Quality Assurance Cell (IQAC)

Ref. No.: RIMT/IQAC/45

Dated: 31.10.2024

15th IQAC Minutes of Meeting

The 15th meeting of Internal Quality Assurance Cell (IQAC) of the RIMT University, Mandi Gobindgarh, Punjab, took place on July 10, 2024, at 11: 00 AM in the University's boardroom.

The following members attended the meeting:

Sr.No.	Name and Designation	Designation
1	Dr. B.S. Brar, Vice Chancellor	Chairperson
2	Dr. B. S. Bhatia, Pro Vice Chancellor, RIMT University	Member- Management
3	Dr. Jibanananda Mishra, Dean Academic Affairs, RIMT University	Member
4	Mr. Rakesh Mohan, Registrar, RIMT University	Member- Administration
5	Dr. Ajay Singh Rana, Associate Director, IQAC, RIMT university	Member
6	Dr. Rajiv Kumar, Dean, School of Computing, RIMT University	Member
7	Dr. Jyoti Angrish, Head, School of Legal Studies, RIMT University	Member
8	Dr. Sushil Bhardwaj, Associate Professor, School of Computing, RIMT University	Member
9	Dr. Parminder Nain, Dean, School of Pharmacy, RIMT University	Member
10	Dr. Parminder Singh, Librarian, RIMT University	Member
11	Dr. Navkaran Singh, Head, Department of Physiotherapy, RIMT University	Member
12	Ms. Shubhreet Kaur, A. P., School of Management, Commerce & Hospitality RIMT University	Member
13	Dr. Shipra Goyal	Member- Alumni
14	Dr. Satish Saini, Dean, School of Engineering, RIMT University	Director IQAC/Member Secretary

The following members were unable to attend due to prior commitments.

Sr.No.	Name and Designation	Designation as per IQAC
1	Mr. Ganesh Kumar, Chief Finance Officer, RIMT University	Member- Administration
2	Dr. Dinesh Kumar, Director, IQAC, Kurukshetra University, Kurukshetra	Member- Outside Expert
3	Deepak Goyal, MD, Devbhumi Casting Pvt. Ltd. (Raja Ram Goyal Group), Mandi Gobindgarh	Member- Outside Expert-Employer
4	Ms. Sangeeta Sharma, Principal, OPBMS, Mandi Gobindgarh	Member- Local Society
5	Suraj Negi, B. Tech. ECE, Second Year, RIMT University	Member- Students
6	Mr. Sandeep Aggarwal (Punjab Steel Forging &Agro Industries, Mandi Gobindgarh)	Member/ Outside Expert- Industry

At the outset, the Vice Chancellor extended a warm welcome to all attendees. The Vice Chancellor also expressed his appreciation for the special invitees in attendance, including Dr. Mohinder Pal, Controller of Examination; Mr. R.P. Singh, Incharge RIMT DRI; Dr. Jasmeen Gill, Associate Head CSE, who joined the 15th meeting of IQAC. The meeting was initiated by Dr. Satish Saini, Director IQAC, who provided insights to the vision and strategic planning of IQAC for enhancing quality across various facets of academic and administrative functions within the university. The meeting then proceeded to discuss the agenda items in detail, and the proceedings are summarized as under.

Item IQAC 15.1 To confirm the minutes of 17th Internal Quality Assurance Cell (IQAC) meeting held on September 28, 2023

Action taken:

The minutes from the 17th IQAC meeting held on September 28, 2023, were circulated to all members for their review and potential comments or objections. Following a thorough review period of 15 days' no comments or objections were received. The minutes were unanimously confirmed by the IQAC members and subsequently approved

Item IQAC 15.2 Review of action taken on decisions of the previous meeting.

Action taken:

Director IQAC explained action taken on 14th IQAC meeting.

Item IQAC 15.3 Progress Report of IQAC

Dr. Satish Saini (IQAC Director) elaborates following initiatives/activities being carried out by IQAC Department:

- Data Collection related to NAAC from departments has been streamlined.

- IQAC Incharge and Departmental IQAC Committee (DIQAC) have been constituted. **(Annexure -3A)**

- Meetings of IQAC and DQAC were held to discuss the future plan of action. **(Annexure -3B)**

- Events Organized. **(Annexure -3C)**

Initiatives/activities being carried out by IQAC Department

Director IQAC informed that

- RIMT University has been awarded the esteemed "Gold Band" in the Green Ranking Survey 2024 for '**Sustainable Institutions of India**' by R. World Institution Ranking. **(Annexure -3d)**

- RIMT University has becomes member of '**United Nation Academic Impact**'. **(Annexure -3d)**

  Members expressed their happiness and congratulate IQAC Team.

15.3.1 Review of Course and Subject Code Change Policy:

Some members expressed their views that there is a need for developing a policy regarding the course and course code including norms for changes in course code.

As per the discussion, members suggested following considerations:

- Major changes will necessitate a change in session and subject code.

- Subject code may remain the same if content changes are less than 20%.
- Course code can change if more than 20% of the syllabus is modified.

Dean Academic Affair was requested to prepare and present the same in next IQAC meeting.

Item IQAC 15.4 To discuss and plan the Academic Calendar and Events to be organized in the forthcoming semester (Annexure-4)

The academic and extracurricular activities calendar for current semester was placed before IQAC for approval and was approved.

Item IQAC 15.5 To discuss and review the Feedback Analysis and Action Taken Report on design and review of Curriculum and Student Satisfaction Survey (Annexure-5A & Annexure-5B)

The Feedback Analysis and action taken report **on design and review of Curriculum** for the year 2023-24 had been received for all the programs and consolidated feedback analysis and action taken report is presented.

Student Satisfaction Survey as per NAAC guidelines has been conducted and report is presented. IQAC members found the report satisfactory.

Item IQAC 15.6 To discuss and review the Result Analysis of the previous semester (Annexure-6)

Dr. Mohinderpal (COE) discussed the result of the previous semester (December 2023). Data regarding overall pass percentages, subject-wise performance, and trends in student achievement were reviewed.

Identification of Trends and Patterns Contributing to Results:

- Trends in student performance, including areas of improvement and challenges, were identified and discussed.
- Variations in result performance across departments and programs were noted to understand factors contributing to academic outcomes.
- Factors such as teaching methodologies, curriculum design, assessment practices, student support services, and infrastructure were analyzed for their impact on academic performance.

- Strategies for improving student result and support services were discussed.

Action Plan:

- Departments having student failure percentage more than 30 % will have to submit a report to IQAC mentioning facts and findings of failures.
- Deans/HODs will take feedback from faculty and students regarding strengths and weaknesses in the academic process and discuss with Dean Academic Affair.

Item IQAC 15.7 To discuss and review the status of E-Governance of University

As per the discussion, following modules are operational on Octopod ERP software ':

- ➢ Student Management

- ➢ Examination Management

- ➢ Fees Management

  As per report from COE, lot of enhancement need to be required in Examination module.

In addition to the above ERPs, there is one more software 'Edupage' (rimt.edupage.org).

This is used for the following tasks:

- ➢ Timetable Scheduling

- ➢ Planning & Preparing the Lesson Plans by Teachers

- ➢ Student Attendance Monitoring & Reporting

Action Plan:

  It was suggested that E-Governance Cell should be established to take care of all E-Governance issues and necessary manpower should be appointed.

Item IQAC 15.8 To discuss and review the status of AQAR 2023-24 and to consider ways and means of strengthening Criteria 3 and committee for web contents related to AQAR (Annexure-8a & Annexure-8b)

Status of AQAR 2023-24: NAAC Portal for filling of AQAR 2023-24 Data had been opened on 30th June 2024. IQAC has started to collect the data from Departments. The process of filling data has been started. Revised NAAC Coordinating Committee and Criteria wise Committee has been drafted.

Strengthening of Criteria 3: A team led by Dr. Jibanananda Mishra has been formulated. A deficiency in key Indicators of Criteria 3(Indicators whose response is poor in Cycle 1 NAAC accreditation) has been shared with Criteria 3 Coordinator.

Action Plan:

➢ **Setting Objectives in Projects for Consultancy Results:**

- Projects engaging in consultancy work will establish clear objectives aimed at delivering tangible results to collaborating companies or organizations.
- Regular progress reports and feedback mechanisms will be established to ensure project goals are met satisfactorily.

➢ **Emphasizing Grants for External Agencies:**

- Efforts will be intensified to secure grants from external agencies to support research, innovation, and academic initiatives.
- Faculty members will be encouraged to actively seek funding opportunities and submit competitive proposals.

➢ **Encouraging Faculty & Students for Paper Publications:**

- All Faculty & students will be motivated to undertake research leading to publications in reputable journals indexed in databases such as Scopus and IEEE.
- Guidance and support will be provided by faculty mentors to facilitate the publication process.
- Some members suggested to start Peer-reviewed Research Journal of RIMT University.

Item IQAC 15.9 To discuss and review the status of placement of passing out batch (Annexure-9)

Training and Placement Head were asked to review and provide final Placement record for the year 2023-24.

Appointment of Departmental Training & Placement Officer (TPO) Coordinator:

- It was decided to appoint a TPO Coordinator for each department to streamline placement activities and enhance coordination with the central TPO.
- The responsibilities of the Departmental TPO Coordinator will include:
    - (a) Facilitating placement drives and internships within the department.
    - (b) Coordinating with central TPO for placement statistics and industry interactions.

(c) Acting as a point of contact for students regarding placement queries and career guidance.

Action Plan from TPO:

- TPO was asked to submit Action plan to enhance student placement and provide current placement drives and placements in next meeting.

Item IQAC 15.10 To discuss and review the status patent/IPR and publications (Annexure-10)

Dean Academic Affair (DAA)/DRI provides the details of Patent and publications for the year 2023-24

Encouraging Faculty to Initiate Patent Writing:

- It was unanimously agreed to promote and support faculty members in writing patents.
- Faculty will be encouraged to identify innovative ideas and research findings that have potential for patenting.
- Workshops and seminars will be organized to educate faculty about the patenting process and intellectual property rights.
- Mentoring support will be provided to guide faculty through the patent application process.
- Resources and funding opportunities for patent filing fees will be explored and made accessible to interested faculty.

Action Plan:

- A task force or committee headed by Dr. Jibananda Mishra will be formed to oversee the implementation of the initiative.
- Faculty members will be invited to express their interest in patent writing, and initial training sessions will be scheduled accordingly.
- The administration will collaborate with legal advisors or experts to provide guidance on patent law and procedures.
- Regular updates on faculty engagement and patent filings will be shared in future IQAC meetings.

Item IQAC 15.11 To discuss about promoting National and International collaboration (Annexure-11)

Current Collaboration Status:

- An overview of existing national and international collaborations, partnerships, and affiliations was presented.
- A good number of MoUs has been signed by different Departments of University in 2023-24 (Annexure-11)
- Information regarding joint research projects, exchange programs, MOUs with foreign universities, and participation in international conferences were reviewed.

Identification of Focus Areas:

- Focus areas for promoting collaboration, such as research, faculty/student exchange, joint degree programs, and funding opportunities, were identified.
- Specific disciplines or fields where collaboration can be strengthened were highlighted.

Action Plan:

Actionable steps were outlined, including:

- Developing a database of potential collaborators and partner institutions.
- Drafting MOUs and agreements with identified institutions to formalize partnerships.
- Conducting awareness sessions and workshops to educate faculty and students about the benefits and processes of collaboration.
- Monitoring and evaluating the impact of collaborative activities on research output, student learning, and institutional reputation.

Item IQAC 15.12 To discuss and review of use of Online learning resources (Annexure-12)

Overview of Current Online Learning Resources:

- An overview of the existing online learning platforms, tools, and resources available to faculty and students was presented.
- **Number of Faculty received Swayam/NPTEL Certificates: 39**
- **Number of Students received Swayam/NPTEL Certificates: 14**
- Spoken Tutorial, IIT Bombay Participation: 364
- Spoken Tutorial, IIT Bombay Certification: 287

Generation of Departmental-Level E-Content by Faculty

- Faculty members across departments are tasked with generating high-quality e-content relevant to their disciplines.
- This content will serve educational purposes and enhance the digital resources available to students and educators alike.

Action Plan:

- Departments and administrative units will collaborate to implement the proposed strategies for enhancing online learning resources.
- Regular assessments and reviews of online resource utilization will be conducted to monitor progress and make necessary adjustments.
- Feedback from faculty and students will be solicited periodically to ensure continuous improvement and alignment with educational goals.

Item IQAC 15.13 To discuss and review Incubation, Innovations and other activities by DRI, IIC MOE Innovation Cell and ARIIA Portal of MHRD (Annexure-13)

Department of Research Incubation & Innovation (DRI)

Mr. R P Singh elaborates the students and staff activities of DRI.

- **Number of activities under IIC in 2023-24: 15**

- **Number of activities under STEM in 2023-24: 08**

- **Number of Innovation in 2023-24: 05**

- **Number of collaborations in 2023-24: 05**

Action Plan:

- It was emphasized to encourage and facilitate maximum student participation in Incubation and Innovation activities and competitions.
- Departments and clubs will organize a variety of activities to cater to diverse student interests and talents.
- Clear communication channels will be established to inform students about upcoming opportunities for participation and certification.
- Efforts will be made to collaborate with external agencies, industry partners, and academic institutions to provide certification programs and workshops.
- A centralized database or platform will be created to track student participation and certifications obtained.
- Feedback mechanisms will be implemented to gather student input on the effectiveness and relevance of the activities offered.

Item IQAC 15.14 To discuss and review the status of NEP Implementation

15.14.1. Overview of NEP Objectives:

- An overview of the key objectives and principles outlined in the National Education Policy (NEP) was presented to all participants by Dean Academic Affairs.

15.14.2. Action Plan:

- Actionable steps and strategies were discussed to address identified gaps and challenges.
- Dean Academic Affairs was requested to prepare a monitoring and evaluation framework to track the progress of NEP implementation initiatives and submit the report to IQAC.

Item IQAC 15.15 To discuss and review the status of Academic and Administration Audit.

Academic and Administration Audit has been conducted and report has been presented.

Item IQAC 15.16 Strategic Plan to be discussed.

Strategic Plan is under preparation and first draft will be presented after completion.

Item IQAC 15.17

Preparedness of NBA for B Pharmacy, MBA and B. Tech. CSE.

The concern Heads requested some time (till January 2025) for the preparedness of NBA Accreditation.

Item IQAC 15.18

Any other Agenda with the permission of the Chair.

- **Ensuring Student Satisfaction with University Services:**

  A 360-degree feedback mechanism will be established to ensure student satisfaction with university services. Feedback will be regularly collected and analyzed.

- **Faculty Welfare Initiatives:**

  It was agreed to prioritize faculty welfare by implementing the following initiatives:

  - Reviewing and potentially revising existing policies related to faculty benefits, workload management, and professional development opportunities.
  - Establishing a counseling and support mechanism for faculty members facing personal or professional challenges.

- Enhancing communication channels to ensure faculty concerns are promptly addressed and feedback is effectively utilized.
- Exploring opportunities for faculty wellness programs, including health checks, stress management workshops, and recreational activities.
- Regularly assessing and improving infrastructure and facilities in faculty workspaces.

Award Ceremony for Long-Serving Teaching and Non-Teaching Staff:

- An award ceremony will be organized to honor teaching and non-teaching staff members who have completed more than 5 to 10 years of service.
- Criteria for eligibility and selection will be established, considering factors such as dedication, contribution to the institution, and impact on students and colleagues.
- The ceremony will include recognition categories and awards, ensuring inclusivity and fairness in the selection process.
- Logistics, including venue, date, and invitations, will be coordinated by the organizing committee comprising members from IQAC and administration.

The Vice Chancellor expressed gratitude towards the ex-officio and core committee members for their valuable presence and unwavering support. Since there were no specific agenda items requiring discussion, the meeting was adjourned following closing remarks from the Chair, concluding with a vote of thanks delivered by the Director of IQAC.

Dr. Satish Saini

Director IQAC

RIMT University, Punjab

CC:

1. *All Concerned (Through Email)*
2. *Honorable Vice Chancellor*
3. *Honorable Pro Vice Chancellor*
4. *IQAC Record File*